

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

January 20, 2016

7:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Levy Hearing, November 18, 2015 (Action item)
 - Regular Board Meeting, November 18, 2015 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for November/December 2015 (Action item)
7. Librarians' Reports
 - Norma Rubio, Patron Services Manager
8. Public Comment
9. Community Outreach
10. Other Board Reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
11. Old Business
12. New Business
 - A. Tuition Reimbursement Request
 - B. Collection Development Policy Review (75 ILCS 16/30-60)(Information item)
 - C. Acoustic Tiles Project (Information item)
 - D. Phone System (Information item)
 - E. Review of 2015 Closed Meeting Minutes for July 16, 2015, July 29, 2015, and August 6, 2015 (ILCS 120/2.06d) (Action item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JANUARY 20, 2016

- I. Call to order: Meeting called to order by President Warren at 7:37 p.m. Those in attendance: President Warren, trustees: Boehner, Monks, Noble, Sizemore & Wagner. Absent: Van Zyl. Also in attendance: Executive Director Dienes, Asst. Admin. Amschl & Admin Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: Norma Rubio, Head of Circulation & Michelle Madsen, Youth Services Dept.
- III. Approval of Minutes: Motion to approve minutes of Levy Hearing of November 18, 2015 by Monks, second by Wagner. Motion to approve minutes of regular meeting of November 18, 2015 by Wagner, second by Sizemore. Both motions passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: none.
- IV. Correspondence: Notice of upcoming Legislative breakfast. Trustees interested in attending should let Ms. Dienes know. Thank you cards from staff for the holiday gift. Also a thank you card from Mrs. Zajeski for the welcome home message for her military son.
- V. Approval of bills for payment: The trustees asked about the payment for a LACONI workshop. Motion to approve all bills as presented by Boehner, second by Monks. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: none.
- VI. Financial report for November/December 2015: The financial year is at the half way mark & expenditures are below 50% overall. Salaries are a little over due to a rare 3 paycheck month in December.
- VII. Librarian's reports: Ms. Dienes reported on the various meetings that she attended & also the sculpture dedication ceremony. She stated that the library will probably not receive the annual per capita grant due to state budget cuts. The library has started two staff committees, a social committee & a marketing committee. Norma Rubio, Manager for Patron Services spoke about her new department. After working part-time in reference for 8 years, Ms. Rubio transitioned to Patron Services 6 months ago. She has viewed some other libraries & is looking into making some changes to the layout of the department as well as some minor adjustments to policy.
- VIII. Public comment: No public comment.
- IX. Community outreach: Trustee Sizemore attended the school board meeting. They discussed the Monee building which is being used as a behavioral school. Trustee Warren went to the village meeting. They talked about developing the recently purchased land north of the library. There are several phases suggested but no developers as yet.

- X. Other reports:
- A. Friends of the Crete Library: The Friends had a new entry in the Crete Country Christmas Parade. Several people commented that the signs were hard to read in the dark & more lights were needed.
 - B. Crete Library Foundation: The Foundation did not meet.
- XI. Old Business: There was no old business to discuss.
- XII. New Business:
- A. Tuition Reimbursement Request: Staff member Madsen submitted a final request for tuition reimbursement. She will receive her MLS in the spring. Motion to approve tuition reimbursement request by Monks, second by Wagner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: none.
 - B. Collection Development Policy Review (75 ILCS 16/30-60) (Information item): Ms. Amschl has been working on updating the Collection Development Policy. The policy should be reviewed every 2 years according to Illinois law. President Warren stated that the title Administrative Librarian should be replaced with Executive Director.
 - C. Acoustic Tiles Project (Information item): Since the remodel, the youth services department has become very noisy. Ceiling tiles will help to reduce the noise. The tiles have been used in other libraries with a similar problem with great success. President Warren asked for a third quote. Ms. Dienes explained that there were not many companies that manufactured what the library needed but would look for a third company.
 - D. Phone System (Information item): The current phone system is in need of an update. The phones were installed in 2009 & we can longer get service on the system. IT Coordinator Vasquez is looking for quotes on a new phone system.
 - E. Review of 2015 Closed Meeting Minutes for July 16, 2015, July 29, 2015 and August 6, 2015 (ILCS120/2.06d) (Action item): The minutes all related to the new director search. Motion to keep all closed meeting minutes closed by Sizemore, second by Wagner. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: none.
- XIII. Adjournment: Motion to adjourn at 8:24 p.m. by Monks, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: none.

Respectfully Submitted,
Georgia Sizemore, Secretary